



CITY MANAGER POSITION



A career in city government has never been so rewarding.



G A R D E N C I T Y

ESTABLISHED

Originally chartered in 1939

LEADERSHIP

Council-Manager form of government with elected body comprised of a Mayor and 6 elected Councilmembers

LOCATION

Northwest of Savannah in coastal Georgia, in the heart of Chatham County

FULL-SERVICE MUNICIPALITY

- Public Safety including Police & Fire
- Water/Sewer Services
- Solid Waste Collection
- Street & Drainage Maintenance
- Recreational Programs/Facilities
- Code Enforcement

COMPENSATION

- Starting salary: \$95,000 - \$125,000
- Attractive benefits package includes medical, dental, vision, PTO, plus more
- Retirement plan through Georgia Municipal Employees Benefit System (GMEBS)
- Voluntary 457b plan & matching contribution

TO APPLY

Visit website: www.gardencity-ga.gov

Send resume, cover letter, professional references to: GCHR@gardencity-ga.gov

The City Manager is tasked with the planning, organizing and directing the overall administrative activities and operations of the City; advising and assisting the Mayor and City Council; representing the City's interests with other government agencies, business interests and the community at large; and exercising direct supervision and management of the entire city staff through the City's respective departments.

RESPONSIBILITIES

- Plans, directs, and defines the organization of City administration to ensure the coordinated and efficient operational function across all departments to meet the goals and objectives established by Mayor and City Council.
- Recruits, selects, trains, and motivates City employees and department heads; provides or coordinates staff development; works with employees to correct deficiencies; coordinates and implements discipline and termination procedures.
- Represents the City to outside groups and organizations; participates in outside community and professional groups and committees.
- Provides highly responsible staff support to the City Council; develops agendas for Council; prepares City Manager reports for Council; maintains frequent communications with Council members; attends all City Council meetings.
- Responds to citizen requests and complaints in conjunction with appropriate City staff; researches situations and prepares responses and action plans for resolution.
- Acts or appoints a specific employee to serve as department head when vacant positions exist.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence.
- Oversees all contractual agreements and major purchases.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, and associations, City department heads, staff and the public.
- Reviews and acknowledges all City Department Head policy recommendations and agenda reports to City Council.
- Ensures that the laws applicable upon the City and the charter, code, ordinances and resolutions of the City are faithfully observed and enforced.
- Disseminates public information affecting City-wide programs; responds to public inquiries, complaints and concerns in a tactful, timely, and respectful manner.
- Works with the City Attorney and all other attorneys on any legal issues involving the City.
- Researches and prepares various projects and reports; presents findings and makes recommendations to the City Council for solving administrative problems and for the development and implementation of new or special administrative programs; assures that programs are implemented and evaluated.
- Manages, directs, and develops systems for long-range planning and prioritization and completion of projects and programs. Works closely with departments to ensure that the City's goals and objectives are achieved.
- Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Monitors pending federal and state legislation affecting municipal governments and secures policy direction from the Mayor and Council and communicates with legislators.
- Prepares and manages most major city contracts with outside vendors.
- Assumes responsibility or delegates responsibility to other City staff as it relates to construction projects.
- Participates in all City Council meetings and workshops.
- Administers the City's Human Resources (HR) program and City personnel policies with assistance from the HR Director.
- Oversees the administration of the annual budget.

REQUIREMENTS

Desirable education qualifications for the City Manager is a master's degree with a concentration in public administration, public affairs, and/or public policy (or an equivalent combination of executive management and leadership experience) combined with at least two years' experience in an appointed managerial or executive position in local government; he/she should possess a bachelor's degree in a related field combined with five years of executive management and leadership experience in either the public or private sector.

